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## **MANAGER OF COMPREHENSIVE PLANNING AND DESIGN**

### **NATURE OF WORK**

Serving the public with planning, administrative and management of the administration and development of long range planning, design, neighborhood, housing and planning related services, in accordance with federal and state laws and city ordinances and policies.

### **DISTINGUISHING FEATURES**

Work involves managing the full range of urban planning functions including, planning, recommending, managing and evaluating long range planning efforts, community design initiatives, plan implementation, economic development, tax increment planning, housing development, property development, and planning related services through subordinate staff, to promote orderly development and redevelopment of the city. Work also includes considerable interaction and management of community partners to insure alignment in planning and development. The employee will manage planning consultants in the implementation and planning of the community. This employee will lead and engage the community in the planning process. This is a single position class. Supervision is exercised directly and through a line supervisor over a staff of professional, administrative and program support employees.

### **ESSENTIAL FUNCTIONS** *(These essential duties are only illustrative.)*

Directs the long range planning, development and redevelopment efforts, land use planning for adoption by the City of Rockford, preparation of comprehensive plan, neighborhood plans, corridor plans and other plans and elements and policies of the City.

Manages, trains, and evaluates staff engaged in providing planning, design, housing community engagement and related services and program activities including.

Manages staff engaged in preparing and maintaining the official comprehensive plan and official map for the City and surrounding area, sustainable growth plans and strategies, neighborhood redevelopment plans, infill development plans, strategic industrial plans, historic preservation plans and other plans as identified in the annual work program.

Evaluates policies, prepares plans, special reports and recommendations regarding long range planning, housing, neighborhood growth and related issues and proposals; confers with other departments on these issues and proposals; develops alternatives and presents reports and recommendations to the Mayor and Council, and implements actions as directed.

Manages, trains and evaluates professional staff engaged in researching and developing comprehensive planning, neighborhood planning, TIF planning, business planning, focus areas and other special planning programs



Director

Class Code: 1828

Pay Grade: 11

FLSA: Exempt

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Consults and coordinates with other departments for infrastructure planning and development as part of the Cities comprehensive planning and implementation efforts.

Reviews and conducts research on complex planning matters; interprets laws and ordinances regarding nest practice planning efforts.

Manages and researches growth patterns, calculates population projections and analyze census data to supervise long range growth.

Defines specific objectives, annual goals, and progress benchmarks, and ensures program activities comply with City ordinances, rules and regulations.

Reviews and recommends appropriate changes in program operations and procedures; and prepares annual division budget; reviews and recommends staff training requests.

### **SUPERVISION RECEIVED**

Works under the general supervision of the Community and Economic Development Director. Work is performed according to extensive laws, ordinances, rules and regulations. Direction may come from the department head or higher level city officials on specific assignments. Work is reviewed through program checks and balances, and when it may involve substantive policy and procedural changes, major expenditures or with special projects being reviewed by the department director or other city officials. Work is reviewed annually for overall results achieved.

### **SUPERVISION EXERCISED**

Exercises supervision over supervisory, professional, administrative and program support positions engaged in carrying out the various functions and requirements of their respective responsibilities. Supervisory responsibilities include assigning and evaluating work, resolving personnel problems, setting performance goals and standards, making hiring and disciplinary decisions, and performing other supervisory functions. This position is also responsible for the supervision and management of consultants.

### **WORKING CONDITIONS & PHYSICAL DEMANDS**

Work activities are primarily sedentary in nature, sitting at a desk operating a personal computer, although movement about the work area is by walking or by other means. (Travel?)

### **SUCCESS FACTORS (KSAs)**

Thorough knowledge of the methods and techniques of urban planning.



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Thorough knowledge of laws and regulations related to planning, including housing, economic development and growth patterns.

Considerable knowledge of political, social, and economic implications of planning.

Knowledge of the principles and methods of organization, management, and supervision.

Ability to prepare complex planning studies and to formulate substantive recommendations for planning standards and the development and evaluation of overall plans.

Ability to express ideas effectively, orally, and in writing; ability to interpret planning and zoning laws and administrative rules to other government officials and the public.

Ability to supervise and direct the work of others effectively.

Skill in the use and care of a personal computer, geographic information systems and other software.

### **EDUCATION, TRAINING & EXPERIENCE**

Graduation from an accredited four-year college or university with a Master's degree in urban planning, public administration or related field, and at least 5 years of increasingly responsible planning and design administration, including demonstrated supervisory experience. Any satisfactory equivalent combination of experience and training which ensures the ability to perform the work may be substituted for the required experience.

### **NECESSARY SPECIAL REQUIREMENTS**

Possession of a valid Illinois driver's license.

AICP certification.

Residency requirement: Classified employees hired after January 1, 1984 may live anywhere in Winnebago County or anywhere within an area fifteen (15) miles from the Public Safety Building within six (6) months of their date of completion of probation. Employees hired prior to January 1, 1984 shall be subject to their conditions of employment in effect at that time.